

Posted: June 2, 2017

**POSITION ANNOUNCEMENT
All Qualified Applicants May Apply**

ASSISTANT DIRECTOR OF STUDENT PROGRAMS AND RECREATION

Wenatchee campus. This is a full-time exempt, at-will, benefit-eligible position expected to start as soon as possible. The position reports to the director of student programs.

Wenatchee Valley College is a team that values excellence in all pursuits related to the core college mission of serving educational and cultural needs of communities and residents throughout the service area. The college seeks to employ professionals who are as passionate about service to students and the teaching-learning process as they are about their individual fields of study. It seeks individuals who are involved in the community and understand that transformative learning occurs in a wide variety of circumstances with tailored approaches that expand students' views of the world. The college is committed to creating an environment that is dynamic and flexible, as well as reasoned and responsible, in its approach to educating the students it serves.

The college is committed to diversity and inclusion; the regional student body is 55 percent students of color, including 44 percent Latino, and the college district includes part of the reservation of the Colville Confederated Tribes. Wenatchee Valley College is designated as a Hispanic serving institution. Women, members of underrepresented groups, military veterans, and bi- and multi-lingual candidates are strongly encouraged to apply.

GENERAL RESPONSIBILITIES:

The assistant director for student programs and recreation provides leadership and support for several student development areas including co-curricular programs, services and activities, student leadership, civic engagement, recreation and residence life. The position is responsible for the development and operation of the student recreation center (SRC) - managing, supervising, marketing, staffing, membership access, and scheduling. Reporting to the director of student programs, this position oversees student activities, campus recreation and wellness, intramurals, and co-curricular programs. The position will also serve as the building responder in the event of an emergency.

SPECIFIC RESPONSIBILITIES AND DUTIES:

Supervision/Leadership

- Provide staff development and training. Supervise shift supervisors, part-time hourly, and work study staff.
- Hire, train, supervise, and evaluate employees in accordance with state and federal laws, policies, and procedures. Oversee and supervise on and off-campus student events and travel.
- Develop, manage, and monitor institutional and S&A budgets for the SRC and campus activities programs.
- Prepare monthly budget status reports; advise director of student programs regarding the financial status of budgets and advise of areas for concern. Make recommendations to the director of student programs and initiate corrective action.
- Advise students, staff, program participants and events regarding program content, policies, procedures and activities.
- Perform data retrieval and analysis for program and service improvements.
- Prepare and present reports regarding program operations and evaluations.
- Work flexible hours based on facility event schedule, workload, activity, and rental requirements.
- Provide support for student programs area in the absence of the director.

Building Management

- Manage the student recreation center and ensure patrons are served at the highest level of customer service.
- Oversee daily operations and programming for the student recreation center and adjacent sport courts.
- Oversee active membership status for students, faculty, staff, and alumni.
- Oversee building calendar and facility rentals. Work closely with WVC Event Coordinator to ensure support for facility rentals.
- Ensure patron safety and adhere to college policies and standard operating procedures established specifically for the fitness center.

- Oversee preventative maintenance on fitness equipment and report damaged or defective equipment in accordance with vendor warranties.
- Work closely with facilities and operations staff to ensure proper cleaning and maintenance throughout the building; submit online maintenance work orders as appropriate.
- Track and report budget information and facility usage, including facility rentals.
- Coordinate and communicate with instructional divisions regarding use and programming of the facilities.
- In collaboration with safety and security manager, ensure that the controlled access of the facility is secure and current for all users.
- Ensure opening and closing protocols are followed for each operational day.
- Manage equipment checkout, locker usage, and towel service. Order, receive, manage, and maintain inventories of equipment and supplies for use in the facility.
- In partnership with WVC Event Coordinator, act as the point of contact for all programming and facility coordination in the SRC.

Student Development/Outreach

- Work closely with the director of student programs to advance student development, campus programming, and leadership opportunities.
- Develop intramural program and goals for Wenatchee Valley College, in collaboration with student programs.
- Provide an environment for co-curricular student development.
- Develop, facilitate, and promote effective collaborative relationships among student, faculty, staff, alumni, athletics, and community.
- Oversee fitness center and recreation activities, programming, and events with appropriate agencies, departments, and community members.
- Coordinate with college student and marketing staff for publicity and promotion of SRC/student programs activities.
- Manage student programs/SRC Website.
- Manage campus visits from outside groups accommodating 10 to 500 attendees. Coordinate with instruction, facilities, student services, and event coordinator.
- Oversee ASWVC motor pool by overseeing vehicle maintenance, manage check-out/in process, billing, tracking vehicle mileage, approving and training drivers, oversee compliance with WA fleet management regulations and procedures, hire and maintain drivers for the Knight bus.
- Perform other duties as assigned.

This is not intended to be an exclusive list of all duties and responsibilities. Related duties and responsibilities may be assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution.
- Ability to use a personal computer, Microsoft Office products and database programs.
- Possess a current first aid & CPR certification or ability to possess within three months.
- Fiscal management responsibilities.
- Demonstrated leadership and supervisory skills

PREFERRED QUALIFICATIONS:

- Master's degree from an accredited institution.
- Two or more years of supervisory experience.
- Two or more years of experience in student development.
- Two or more years of experience working with gym operations or recreational sports.
- Ability to develop, implement, analyze and assess program and learning outcomes.
- Bilingual (English/Spanish: reading, writing, speaking and understanding).
- Experience teaching and facilitating, interactive and innovative workshops and presentations.
- Excellent verbal, listening, writing, problem-solving and interpersonal communication skills.

SALARY AND BENEFITS:

Salary: \$45,000 annually. Benefits include a retirement plan, vacation, sick and personal leave, medical and dental coverage, life insurance and long-term disability insurance.

APPLICATION PROCEDURE:

Applicants must submit all of the following (e-mail submission is preferred):

- A cover letter that describes your interest in the position and addresses how you meet the minimum and preferred qualifications.
- A complete WVC application for employment (available on our web site or the human resources office).
- A current resume which includes dates of employment.
- Four names of current professional references qualified to assess your work-related experience and your ability to perform the duties specified. Please include references' email address and telephone numbers.

*It is your responsibility to submit all required application materials before the deadline. Other unsolicited materials will not be shared with the screening committee and cannot be returned to you. **We do not accept faxed application materials.** Corrected or extended notices for this recruitment will be posted on the college's web site.*

Application information may be requested from:

Wenatchee Valley College
Human Resource Department
1300 Fifth Street
Wenatchee, WA 98801
(509) 682-6440
TDD (509) 682-6837/ (509) 682-6853
Email: jobs@wvc.edu
Web site: www.wvc.edu/jobs

SELECTION PROCEDURE:

A screening committee will review only complete applications. Review of applications will begin **June 29, 2017**, and continue until the position is closed.

Assistance will be made available in the application and pre-employment screening process for applicants with disabilities that request such assistance in advance.

CONDITION OF EMPLOYMENT:

In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.

Prior to appointment, the successful candidate must pass a criminal history background check.

Wenatchee Valley College is an Equal Opportunity Employer